

## **City Administrator Report November 2021**

Following is a list of some of the more significant and/or time-consuming transactions I was involved in during the month:

1. Reviewed the November Council agenda with Mayor Douglas and City Secretary McDonald. Helped prepare the packet. Prepared Administrator Report and monthly financial reports.
2. Attended State Comptroller's Economic Development Symposium in Koppell. Discovered that the City needs to adopt a budget for its HOT funds. Discussed the matter with Mayor Douglas, then asked City Attorney Pendleton to address this issue with County Attorney Lucas.
3. Did the research necessary to prepare to order a natural gas generator for City Hall.
4. As follow up to the TML Conference have made arrangements for two factor authentication for Google Workspace and FundView. To be implemented soon.
5. Did research on the Comprehensive Plan and found evidence that it had been adopted by the City Council in November, 2009.
6. Completed and submitted an annual certification form to the Texas Department of Agriculture regarding how the amount of grant funding the City received during the past year did not trigger the need for a single audit.
7. Followed up with eHT on creating an annexation layer for our website maps.
8. Researched the implications of the County's newly created assistance district taxing authority on future annexations. The City won't receive any sales tax revenue from future annexations.
9. As follow up to the "No Parking" November Council Meeting agenda item, had discussions with the Oakdale Park Owners, Daran Miller with Glen Lake, and Jeremy Littlejohn with the Snow Shack regarding additional parking for Big Rocks. It is expected Mr. Miller will be at the December Council meeting.
10. The bond was submitted and the Squaw Valley Meadows plat was filed.
11. Have been corresponding with Jessica Taylor, the new TWDB liaison to resolve issues with our TWDB projects..
12. Paid fee to the temp agency to enable the City to hire Jodie Holthe as a permanent employee. The Department is making headway in getting organized and caught up on its paperwork.
13. Prepared service agreement required as part of the annexation process. Obtained approval from City Attorney Pendleton and, then, obtained signatures from the property owners.
14. Continued working on the City's Hazard Mitigation Plan and attended a workshop on the same with Building Official Reeves.
15. Addressed some issues with our Utility Billing software, personnel, and programing.
16. Worked with Chief Martin as modified the Police Chief's Association's Police Department Policies and Procedures template to fit Glen Rose's needs.
17. Prepared for and participated in the Comprehensive Plan Workshop where the plan was discussed and a vision statement was agreed upon. Obtained a copy of the plan assessment shared by Councilwoman Harris for inclusion in the December packet.
18. Met with Building Official Reeves, Councilwoman Harris, and some investors regarding their project plans.

19. Researched who is responsible for maintaining improvements in the common areas of the Paluxy Summit Subdivision. It appears a property owner's association is supposed to bear that responsibility. My findings will be presented to Council at the December Meeting.
20. Followed up on our TxDOT sidewalk grant Advanced Funding Approval with our TxDOT Project Manager Jeremy Dooley. Final approval has not yet been received.
21. The contractor finished installing all the backflow prevention valves at the hospital, so we can now resolve this outstanding issue with TCEQ.
22. Roxana Bagwell or Maguire Iron, Inc., inspected our ground storage and elevated storage tanks and is preparing a report on the condition of those structures for staff's use.
23. Since we have added to our emergency generator capacity, asked Renee Kettler of TNMP if they have a load shedding program the City can participate in. They do. I was provided a program manual and was told invitations to participate would be sent out in February or March.
24. Attended the first half of the November P&Z Meeting where a zoning request for the property adjacent to the 7-Eleven (for an R-4 designation) and rezoning for a property on Mary Lynn near SW Barnard Street (from R-1 to R-2) were considered. Both requests were denied. A request for R-2 zoning for the property next to 7-Eleven was submitted.
25. Began exploring the possibility of creating a vacant building inspection program like the one used in White Settlement. Since that city is a Home Rule city, as a general law municipality, we may not have the authority to implement such a program. Waiting on guidance from TML legal staff.
26. Began exploring the possibility of providing gravity flow sewer service to lots in the City on the east end of the golf course along Hwy 200. Based on data from Google Earth, it looks like this could be done. Awaiting input from Chris Hay.
27. The engineer working on the project adjacent to the 7-Eleven notified the City on 12-6-21 that the owner was withdrawing his requests for zoning, plat approval and annexation..